

STATE OF CALIFORNIA

STEVE WESTLY,  
California State Controller

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: June 22, 2004

CALATERS LETTER # 04-006

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager  
California Automated Travel Expense Reimbursement System (CalATERS)

RE: **CalATERS Maintenance**

CalATERS will be unavailable June 28 – July 2, 2004, COB due to system software upgrades and system maintenance. All CalATERS applications, including report administration, will be unavailable. This time of the fiscal year was selected due to the low volume of transactions thus mitigating the impact to your department's end users.

Although the CalATERS website will remain active, end users attempting to access the "sign-in" button will receive a message automatically generated by the Teale Data Center. This message will indicate that the system is currently unavailable.

If you have questions, please contact your department's CalATERS Help Desk. Thank you.

NC:EA